



Village of Port Alice EMPLOYMENT OPPORTUNITY

Administrative Clerk
Casual\On-call Position

Summary:

The Village of Port Alice is looking for a casual\on-call Administrative Clerk. The job involves general clerical, reception duties, and day to day financial and administrative functions, The Administrative Clerk may be required to work full time for temporary periods to cover employee vacation and absences.

Required Knowledge, Abilities and Skills:

1. Ability to deal tactfully, respectfully, and effectively with other staff, management, elected officials and the general public.
2. Be able to deal with matters in a confidential manner and always maintain confidentiality.
3. Strong computer skills and proficiency in the use of word processing and spreadsheet programs.
4. Willingness to learn new computer skills and new methods of carrying out work when/if they are introduced.
5. Be an excellent team player.
6. Preference will be given to candidates with relevant municipal experience and/or a financial skill set.

This position is included in the CUPE Local 401 Bargaining Unit. The rate of pay for this position is \$ 20.68/ hour plus 11.08% in lieu of benefits.

Interested persons are invited to submit a cover letter and resume on or before **September 25, 2020 at 4:00pm** to:

Bonnie Danyk, CAO / CFO
PO Box 130
1061 Marine Drive
Port Alice, BC V0N 2N0

Phone 250 284-3391
Fax 250 284-3416
Email cao@portalice.ca

Applications may be submitted in person, by mail, fax or email. It is the applicants responsibility to ensure that the application is received on time.